



JOB DESCRIPTION

Position Title: **Coordinator**

Working Title: **Purchasing/Tangible Personal Property Administrator**

Class Code: 3310

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Specialized work maintaining fixed assets and property inventory records for the County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintains all property records for the Board of County Commissioners, Clerk of the Circuit Court, Supervisor of elections, Tax Collector, Property Appraiser, and County/Circuit Court Offices. Maintains and inventories each piece of new equipment with a value of \$750 dollars or more for the County and places a Board of County Commissioners bar code number on each item.

Responsible for processing the appropriate paperwork associated with the transfer and disposal of all tangible property. Responsible for reconciling financial records pertaining to tangible property maintenance and verification of capital equipment line items. Responsible for reconciling fixed assets with financial records and new equipment reports.

Provides assistance and guidance to departments and divisions regarding property inventories and verifies that department property records match County property assignment records. Provides continuous check and verification of fixed assets to provide a current listing and provides assistance to other personnel in the performance of the annual physical inventory required by State law.

Performs all administrative and logistic duties related to the disposal of assets at public auction or other appropriate methods of disposal. Insures that proceeds from the auction of equipment are safeguarded against loss and are accounted for properly. Provides assistance to auctioneer and bidders regarding equipment to be sold.

Responsible for auditing purchase orders for the purchase of capital equipment and assigning property numbers to each item.

Processes all paperwork related to obtaining vehicle tags and titles, as well as performing verification and maintenance of all records pertaining to vehicle tags, titles, and registration of vehicles and equipment.

Acts as Project Coordinator for the annual physical inventory contract. Receiving information, giving instructions, interprets County policy, and reconciles reports with County inventory reports.

Performs other duties as assigned or as may be necessary.



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Working Area: **Fixed Assets**

Minimum Qualifications

Knowledge of accounting principles and practices, along with knowledge of general office procedures and practices.
Knowledge of regulations and requirements for recording and marking County property.

Ability to produce and maintain accurate records, reports and statements. Ability to organize work and complete assignments efficiently. Ability to provide technical assistance and guidance in the area of property records to other departments and division as necessary. Ability to operate a personal computer and associated software.

Associate Degree and two (2) years of responsible accounting, property records or fixed assets work experience.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

A great deal of work for this position is performed out in the field at other County Departments and Divisions, as well as at the surplus building. The remainder of time is spent in the office sitting at a desk or workstation.